



STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

RICK SNYDER
GOVERNOR

ANDY DILLON
STATE TREASURER

April 18, 2013

Bryan K. Barnett
Mayor
City of Rochester Hills
1000 Rochester Hills Drive
Rochester Hills, MI 48309

Dear Mr. Barnett:

Re: Notification of Intent to Award - CGAP FY 2013 (Round 1)

The Michigan Department of Treasury (Treasury) - Office of Revenue and Tax Analysis (ORTA) received your grant application for the Competitive Grant Assistance Program (CGAP). We are pleased to inform you that the project your governmental unit submitted entitled *Inter-Local Shared Services between the Road Commission for Oakland County and the City of Rochester Hills* has been selected for a grant award in the maximum amount of **\$51,625.00**.

Intent to Award Approved Budget Amounts

Enclosed is the approved budget for your grant project.

Grant Application Conditions

For your reference, enclosed is a copy of the CGAP Information and Conditions. Please review the conditions of the grant award. The conditions contain important information pertaining to the grant award (i.e. requirements for final award, reporting, reimbursement, etc.). Reminder, grant funds are distributed on a reimbursement basis.

Additional Terms and Conditions for Receiving Funding

1. Grant funds will not be distributed for the reimbursement of costs related to the completion and submission of the CGAP application or for any compliance reporting documentation for the grant. Reimbursements will be made only for costs directly related to the implementation of the proposed project.
2. Grant funds will not be distributed for the reimbursement of the renegotiation of collective bargaining agreements unless those agreements had to be reopened as part of completing the proposed project.
3. **One year after the date of the Final Closeout Letter from Treasury**, the applicant agrees to provide a **Final Follow-up Report** to Treasury on the status of the project. The update will include a detailed analysis of the actual realized cost savings, a detailed description of service changes and improvements, and a detailed status update on the goals and outcomes presented in the application (i.e. have they been met, what has changed, etc..).

Next Step

To receive the Grant Notice of Final Award, Treasury must receive all the required Board Resolution(s), Board Meeting Minutes, or Inter-local Agreements for all participating local units (as indicated in the Conditions of the grant application packet) by Wednesday, June 26, 2013. **If the resolutions, minutes or agreements have not been received for all participating local units, the project funding will be subject to automatic cancellation.**


Submission of the resolutions, minutes or agreements will be considered an agreement to all provisions specified in the grant application packet and this intent to award letter, and will signify acceptance of the grant award.

Please send the required documents by e-mail to TreasRevenueSharing@michigan.gov or by mail to:

Michigan Department of Treasury
Office of Revenue and Tax Analysis
PO Box 30722
Lansing, MI 48909

Congratulations to you on the grant award. We appreciate your interest in the CGAP and look forward to working with you on this project. We ask that you inform all participating local units of this intent to award. If you have any questions, please let us know. We can be reached at (517) 373-2697.

Sincerely,



Evah Cole, Administrative Manager
Office of Revenue & Tax Analysis

Enclosures

c: Mr. Andy Dillon, Treasurer
Mr. Roger Fraser, Deputy Treasurer
Ms. Claire Allard, Strategy Advisor
Mr. Brom Stibitz, Senior Policy Advisor
Mr. Terry Stanton, Director of Communications
Mr. Jay Wortley, Director
Mr. Allan Schneck, Public Services Director for Rochester Hills

City of Rochester Hills
 April 18, 2013
 Enclosure: Intent to Award Approved Budget Amounts

Inter-Local Shared Services between the Road Commission for Oakland County and the City of Rochester Hills

Below is the approved budget for your grant project. Please note, all feasibility studies were funded at 25%. We have assigned budget categories to each of your original budget line items. Please use these categories when submitting your reimbursement requests*.

Budget Category	Budget Description	Application Budget Amount	Intent to Award Budget Amount	Comments
Infrastructure/Equipment	1- Wireless Mobile Column Lift	\$45,000.00	\$45,000.00	
Infrastructure/Equipment	4 - 18k Capacity Jack Stands	\$4,000.00	\$4,000.00	
Infrastructure/Equipment	Fleet Management Software Upgrade	\$2,625.00	\$2,625.00	
	Budget Total	\$51,625.00	\$51,625.00	

*Reimbursement requests must include copies of invoices and cancelled checks supporting the costs.

Competitive Grant Assistance Program (CGAP) Application (FY 2013 – Round 1)

Issued under authority of 2012 Public Act 200

GENERAL INFORMATION

Purpose:

To provide incentive-based grants to cities, villages, townships, counties, school districts and intermediate school districts that elect to combine government operations. The grants are to offset the costs associated with mergers, inter-local agreements, and cooperative efforts for cities, villages, townships, counties, school districts and intermediate school districts that elect to combine government operations.

Goals of the Program:

To assist local units of government, including school districts and intermediate school districts, with the costs associated with combining government operations.

Eligibility:

All Michigan cities, villages, townships, counties, school districts, and intermediate school districts. For a school district or intermediate school district to qualify for grant funding under this program, the school district or intermediate school district must combine operations with a city, village, township, or county. Additionally, if grant funding is received from the competitive grant assistance program under the state school aid act, 1979 PA 94, MCL 388.1601 to 388.1896, the local unit is not eligible for grant assistance through Treasury.

Criteria:

- Merger of two or more governmental units
- Consolidation of departments and/or services across 2 or more governmental units
- Consolidation of 2 or more departments within a government unit
- Cooperative effort or collaboration of 2 or more government units
- Consolidated or combined government operations must demonstrate taxpayer benefits of cost savings, efficiencies, and/or improved services
- The government unit must demonstrate how budgeted costs directly relate to and are necessary for implementation of the merger, consolidation, or cooperative effort
- Priority will be given to projects that start after October 1, 2012
- Projects are funded on a reimbursement basis

Application Process:

An application process will be used to solicit proposals for these grants. Applications must be complete and received by the December 3rd deadline to be considered for funding. The submission of an application does not guarantee a grant award. An electronic PDF version of the form is available on the Department of Treasury's Web site at:

http://www.michigan.gov/treasury/0,4679,7-121-1751_2197_58826_62422---,00.html

Project Clarification:

During the application review process, applicants may be contacted for clarification. The Department of Treasury reserves the right to award funds for an amount other than requested.

Selection Procedures:

Applications will be selected for funding by the Department of Treasury based on program goals, eligibility, and criteria.

Notification Process:

Applications selected for a grant award will receive a Notification of Intent to Award from the Department of Treasury within sixty (60) days of grant deadline. Final Award letters will be sent to approved grantees once the Department of Treasury has received all the required Board Resolution(s), Board Meeting Minutes, or Inter-local Agreement(s).

Competitive Grant Assistance Program (CGAP) Application (FY 2013 – Round 1)

Issued under authority of 2012 Public Act 200

GENERAL INFORMATION CONTINUED

Deadline:

December 3, 2012.

Completed applications submitted via mail or e-mail must be received by Treasury no later than 11:59 p.m. on Monday, December 3, 2012. Incomplete applications may not be considered.

A signed and completed application (including attachments) can be submitted by e-mail to TreasRevenueSharing@michigan.gov or by mail to:

Michigan Department of Treasury
Office of Revenue and Tax Analysis
PO Box 30722
Lansing, MI 48909

Timelines:

First round of grant applications are due to the Department of Treasury by December 3, 2012. There may be a second round grant application process if the available funds have not all been awarded. A project can be in any phase of the consolidation process, but priority will be given to projects started after October 1, 2012.

Grant Period: October 1, 2012 through September 30, 2016.

FY 2013 Appropriation Amount Available (Min./Max.):

A minimum of \$15,000,000 in funding will be available for the Department of Treasury to award.

Source of Funds:

The Competitive Grant Assistance Program is supported by revenues from the state sales tax.

Confidentiality:

Application information is public information under the Freedom of Information Act, Public Act 442 of 1976, as amended (MCL 15.231 to 15.246).

Contact:

For questions regarding the Competitive Grant Assistance Program, please contact the Michigan Department of Treasury, Office of Revenue and Tax Analysis, at (517) 373-2697.

Competitive Grant Assistance Program (CGAP) Application (FY 2013 – Round 1)

Issued under authority of 2012 Public Act 200

CONDITIONS

Implementation of Project:

The grantee agrees to submit Board Resolution(s), Board Meeting Minutes, or Inter-local Agreement(s) for all local units participating in the project, indicating approval of the project and Competitive Grant Assistance Program grant funding, within sixty (60) days following Treasury's Notification of Intent to Award or be subject to automatic cancellation of the grant. No grant funding will be released until all required resolutions, minutes or agreements have been received.

Project Clarification:

The Department of Treasury reserves the right to award funds for an amount other than that requested and/or request changes to, or clarification of any and all applications received.

Prior to executing any changes to the scope of the project, the selected grantee(s) must inform (in writing) the Michigan Department of Treasury of the proposed changes. The department will notify the grantee(s) within thirty (30) days, whether or not the project changes fall under the original grant award.

Eligible Expenses:

Up to 25% of shared service analysis, and up to 100% of the following expenses: legal fees, voting costs, office supplies, infrastructure and equipment and other expenses as approved by the Michigan Department of Treasury.

Expenditures:

1. The grantee understands and agrees that all expenditures from the grant will:
 - Be used to ensure efficient administration of the project.
 - Be permissible under state and federal law and consistent with statewide policies, regulations, and practices.
 - Be adequately supported by source documentation, including invoices, cancelled checks and electronic payment confirmations.
2. The grantee agrees to use the approved purchasing practices and bid procedures required by the "Primary Local Unit" for expenditures involving project activity.
3. The grantee agrees to maintain accounting records following generally accepted accounting procedures for the expenditure of grant funds. The grantee agrees to record all revenues and expenditures in a fund or account separate from the grantee's other funds or accounts.
4. The grantee agrees to maintain all documentation for costs incurred for a seven-year period following the final payment for the project.

Release of Funds:

Payments to the "Primary Local Unit" will be made on a monthly reimbursement basis, providing the grantee is in compliance with all terms and conditions of the grant, and dependent upon state appropriations.

Competitive Grant Assistance Program (CGAP) Application (FY 2013 – Round 1)

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CONDITIONS CONTINUED

Funds may not be released to the "Primary Local Unit" if any of the local units participating in the project:

1. Have not filed their annual financial report (F65) or audit per the Uniform Budgeting and Accounting Act, 1968 Public Act 2, as amended (MCL 141.421 to 141.440a) or the Uniform System of Accounting Act, 1919 Public Act 71, as amended (MCL 21.41 – 21.55), or
2. Have not filed their financial plan (deficit elimination plan) per the Glenn Stell State Revenue Sharing Act, 1971 Public Act 140, as amended (MCL 141.921), or
3. Are delinquent in making payments that are due on loans issued pursuant to the Emergency Municipal Loan Act, 1980 Public Act 243, as amended (MCL 141.931 to 141.942), or
4. Have a payment due and owing to the state.

For a payment reimbursement, a completed Payment Request Form (form 4923) must be submitted to the Michigan Department of Treasury. Source documentation supporting the requested reimbursement amount must be attached to the Payment Request Form. At a minimum, the source documentation should include copies of the original invoices, cancelled checks, and any other report that would support the request.

The "Primary Local Unit's" Chief Financial Officer must sign and date the Payment Request Form (form 4923).

Reporting Requirements:

1. *Quarterly Narrative and Financial Status Reports* – The selected grantee(s) shall submit to the Department of Treasury quarterly, signed and dated, narrative and financial status reports. The reports are due within thirty (30) days after the end of a quarter (i.e. due by January 30th; April 30th; July 30th; October 30th).
 - a. Narrative Report (Form 4971) – should present the following information:
 - i. Name of Primary Local Unit and Grant Number.
 - ii. Reporting Period (i.e. October 2011 – December 2011 etc.).
 - iii. The percentage (%) completed of the project work plan.
 - iv. The estimated project completion date. For the final report, indicate the actual project completion date.
 - v. A brief outline of the work accomplished during the reporting period (or grant period, if this is the final report) relative to the proposed work plan and timeline.
 - vi. A brief outline of the work to be completed during the subsequent reporting period.
 - vii. A brief description of any problems or delays, real or anticipated, experienced.
 - b. Financial Status Report (FSR) (Form 4972) – should present the following information:
 - i. Name of Primary Local Unit and Grant Number.
 - ii. Reporting Period (i.e. October 2011 – December 2011 etc.).
 - iii. The percentage (%) completed of the project work plan.
 - iv. The estimated project completion date. For the final report, indicate the actual project completion date.
 - v. The amount of funds expended through the reporting period (i.e. from the beginning of the grant project to the end of the reporting period).
 - vi. The projected future expenditures for the project.

Competitive Grant Assistance Program (CGAP) Application (FY 2013 – Round 1)

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CONDITIONS CONTINUED

- vii. Total projected expenditures for the project.
 - viii. Original or revised (per grant award) budget per the Grant Budget Worksheet (item number 31 of the grant application).
 - ix. The difference between current projected project expenditures and original budget.
2. *Final Narrative Report (Form 4971) and Financial Status Report (Form 4972)* - The selected grantee(s) shall submit to the Department of Treasury final, signed and dated, narrative and financial status reports. The reports are due within thirty (30) days after the completion of the project.
- a. The reports shall include the information as indicated under *Quarterly Narrative and Financial Status Reports* (above).
 - b. Indicate "Final Report" on the top of the Final Narrative and Financial Status Reports.
 - c. In addition to the items listed above, the final narrative report must include a description of the project accomplishments and any unanticipated benefits/difficulties experienced while completing the project.

Audit and Review:

The grantee agrees to allow the Department of Treasury and the State Auditor General's Office (and/or any of their duly authorized representatives) access, for the purposes of inspection, audit, and examination, to any books, documents, papers, and records of the grantee which are related to this project.

The Department of Treasury may conduct periodic program reviews of the project. The purpose of these reviews will be to determine adherence to stated project goals and to review progress of the project in meeting its objectives.

The grantee agrees to submit quarterly and final progress reports to the Department of Treasury. The grantee understands that failure to submit any required reports may result in the termination of the grant.

Grant Termination:

The grantee understands that this grant may be terminated if the Department of Treasury concludes that the grantee is not in compliance with the conditions and provisions of this grant, or has falsified any information. The Department of Treasury will extend an opportunity for the grantee to demonstrate compliance. Notification of termination will be in writing.

Grantee acknowledges that continuation of this grant is subject to appropriation or availability of funds for this grant. If appropriations to enable the State to effect continued payment under this grant are reduced, the State shall have the right to terminate this grant. The State shall give grantee at least thirty (30) days advance written notice of termination for non-appropriation.